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Cap. 2

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

October 2, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM No. 36

To: Branch and Division Chiefs and Regional Administrators

From: William L. Rice, Acting Chief, Administrative Services Division

Subject: Bills of Lading

Effective October 1, 1943, the responsibility for maintaining stock and issuing Standard Form 1103, "Government Bill of Lading" both in Washington and in the field will be transferred from the Finance and Accounts Division to the Administrative Services Division. The revised Bill of Lading will consist of an original and nine copies. Instructions for disposition of the copies of Bill of Lading are included in Administrative Services Division Memorandum No. 35.

It will be necessary for the Regional Administrative Services Division to maintain at all times a complete record showing the Bills of Lading issued. In order to facilitate the maintenance of such record, each Bill of Lading is serially numbered in accordance with General Accounting Office Regulation 69. Each serial number assigned to the Department of Agriculture Bills of Lading will be preceded by the symbol "A". This symbol is a part of the Bill of Lading number and should be referred to when giving the serial number. The record must show the serial number of any Bill of Lading which has been void, canceled, or used as a specimen copy.

As promptly as possible at the close of each month a detailed report of issuance during the preceding month must be forwarded in duplicate on Form FDA-636, copy attached, by the Regional Administrative Services Division to the Washington Administrative Services Division, Reproduction and Distribution Section. This report must show in addition to the rate of issuance, the serial numbers of all Bills of Lading issued for use by the Transportation and Warehousing Branch. The initial distribution of the new supply of Bills of Lading will be made approximately November 1 in the following quantities.

<u>Warehouse</u>	<u>Quantity</u>
New York	95,000
Chicago	140,000
San Francisco	125,000
Dallas	25,000
Washington	115,000

William L. Rice

